

State of Wisconsin\Government Accountability Board

212 East Washington Avenue, 3rd Floor
Post Office Box 7984
Madison, WI 53707-7984
Voice (608) 266-8005
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
<http://gab.wi.gov>



JUDGE DAVID G. DEININGER
Chair

KEVIN J. KENNEDY
Director and General Counsel

DATE: December 3, 2012

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Nathaniel E. Robinson
Elections Division Administrator
Government Accountability Board

SUBJECT: Elections Administration Training webinar series schedule
(January 2013 – May 2013)

As we announced in July, in an effort to serve our election partners more effectively, the Government Accountability Board has developed a new Elections Administration Training webinar series in lieu of a new series of WisLine program teleconferences in 2012-2013. The first webinar in the new series, "Preparing for the August Partisan Primary," was conducted as part of our "Back to Basics" education and training initiative and provided important information on counting votes, proof of residence and signing the poll list.

The new webinar training series has generated a positive response from county and municipal clerks and their election inspectors. We feel the webinars we develop and conduct over the next year will be more timely and responsive to election law changes at the state level and will provide information and updates you need to continue to perform your job duties effectively. The programs and materials will also be free for you to download from our website for your own education and for training your election inspectors. Materials may also be ordered for a small fee to cover printing and postage costs using the order form found on our website: <http://gab.wi.gov/node/2622>.

Webinar access information and related materials will be posted under "Recent Clerk Communications" on the Monday prior to each webinar. Currently, the audio portion of the live webinar can only be accessed through a telephone and carries a toll charge. We will be exploring other methods of conducting the webinars live without the associated cost. The webinar recording, related materials and a list of frequently asked questions will be posted shortly after the webcast.

The following is a list of webinars developed to prepare election officials for the February and April 2013 elections. The live or recorded webinars count toward the hours clerks and chief inspectors need for recertification. The webinars will include, but are not necessarily limited to, the topics listed below their titles.

Elections Administration Training Webinar Series “Back to Basics” Part II

Lessons Learned From the 2012 Elections

January 9, 2013, 9:00 a.m. – 11:00 a.m.

How to Use My Vote WI

Registration/Voting Process

Issuing Voter Numbers

When “POR Required” is on the Poll List

When a Provisional Ballot May or May Not Be Issued

How to Issue and Process Absentee Ballots

Completing Election Day Forms and other Documentation

January 16, 2013, 9:00 a.m. – 11:00 a.m.

Voter Registration Application

Supplemental Poll List

Absentee Certificate Envelope

Inspectors’ Statement

Challenge Documentation

Absentee Ballot Log

Municipal Board of Canvass Certification

Election Day Issues: Situations and Troubleshooting

January 30, 2013, 9:00 a.m. – 11:00 a.m.

Registration/Proof of Residence/DL Number Requirement

Issuing Absentee Ballots/Processing Absentee Ballots

Electioneering/Election Observers

Reconciling Poll Lists

Voting Equipment Issues

Review of Special Procedures

March 13, 2013, 9:00 a.m. – 11:00 a.m. (date change!)

Absentee Voting

Issuing Provisional Ballots

MBOC/Late-Arriving Absentee and Provisional Ballots

What Every New Clerk Should Know

May 1, 2013, 9:00 a.m. – 11:00 a.m.

Candidates and Other Registrants

Training Requirements for Election Officials

Keeping Records

We will continue to explore education, training and outreach modalities that are effective, can be delivered at a reduced cost and will provide uniform instruction and training across the state. Please send any questions or comments you have to Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

cc: Kevin J. Kennedy
Director and General Counsel
Government Accountability Board

Ross D. Hein
Elections Supervisor
Government Accountability Board